



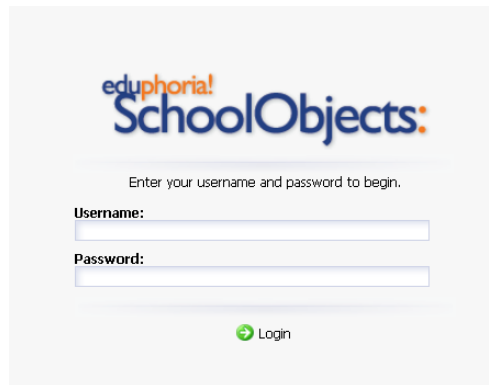
eduphoria!

## Employee Appraisal System (EASy) Setting Up Appraise Staff List Quick Reference Guide

\*Before campus administrators can evaluate staff members using the system, the Appraise staff list must be configured for the campus. Below is a list of steps guiding campus principals through the process:

### Step 1:

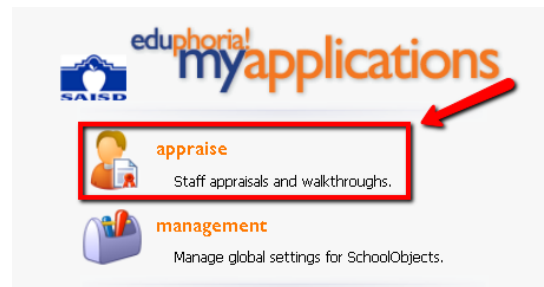
Login at <http://eduweb.saisd.net> using your username and password



The image shows the login page for SchoolObjects. At the top is the 'eduphoria! SchoolObjects:' logo. Below it is the instruction 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom is a green 'Login' button with a right-pointing arrow.

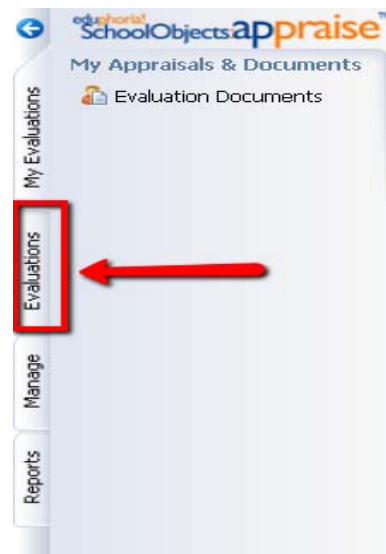
### Step 2:

Once logged in, click Appraise



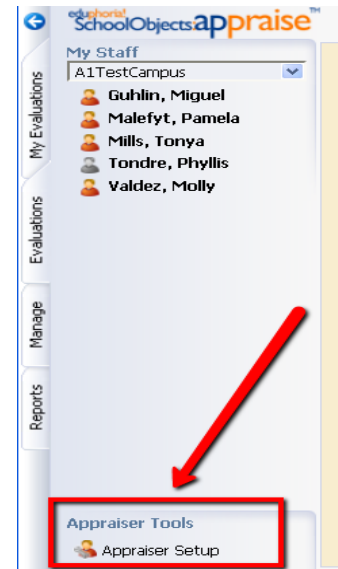
### Step 3:

Click on the Evaluations Tab



#### Step 4:

Click on Appraiser Setup  
(bottom left on the screen)



#### Step 5:

- Select a staff member
- Click I will evaluate this staff member
- Choose Standard Teacher Appraisal Process (SAP) or Teacher Alternate Appraisal Process (AAP)
- Click OK

